



## Office of Undergraduate Research

### **Undergraduate Research Conference Travel Award Submission Guidelines**

#### **Background**

- The Office of Undergraduate Research (OUR) offers awards to Washington University undergraduates from all academic backgrounds.
- Awards to support travel to conferences and meetings will only be considered if the nominee is **PRESENTING** work at the meeting.
- Maximum award \$500.

#### **Deadlines**

Nominations for conference travel awards are accepted on a rolling basis. If it is necessary to receive funding before you travel, please submit your application at least four weeks in advance of the conference.

#### **Award Recipient Expectations**

1. Awardees must receive explicit permission to present their findings from their faculty mentor.
2. Awardees must present their work at the undergraduate research symposium in the semester following receipt of the award. Details of this event will be covered in an Award Agreement.
3. For research activities involving human subjects, nominees must have received approval from the University's [Human Research Protection Office](#).
4. All awards are considered taxable income by federal, state, and local government.

#### **Instructions for Students**

Please submit the following:

1. [Mentor Recommendation Form](#) and Letter (submitted by your mentor)
2. Student Information Form
3. 1-2 page Research Summary (the Research Summary should include background, methods, implications, and importance to the field of study) and Conference Abstract
4. Itemized Budget and Budget Narrative justifying expenses, including dates of travel and efforts to save costs

#### **All components may be submitted by email, fax, or mail to:**

Undergraduate Research Award Selection Committee

Attn: Kristin Sobotka

Office of Undergraduate Research

Washington University in St. Louis

Campus Box 1026

1 Brookings Drive

St. Louis, MO 63130

Fax: (314) 935-4384

Email: [undergradresearch@wustl.edu](mailto:undergradresearch@wustl.edu)

Please direct all questions regarding the award process to [undergradresearch@wustl.edu](mailto:undergradresearch@wustl.edu) or (314) 935-7494.



## Undergraduate Research Conference Travel Award Student Information Form

Name: \_\_\_\_\_  
Last First Middle Initial

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Declared Major: \_\_\_\_\_  
\_\_\_\_\_

School Year:  Freshman  Sophomore  
 Junior  Senior

Graduation Year: \_\_\_\_\_

Research Mentor: \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Name and location of Conference you plan to attend: \_\_\_\_\_  
\_\_\_\_\_

Dates you will be attending the Conference: \_\_\_\_\_



## Office of Undergraduate Research

1. Have you received or are you seeking funding for this project from any other source? This includes any wages you may be earning. Additional sources of funding should cover **only** costs not covered by an undergraduate research award, and original documentation of expenses may be required.

Yes  No

If answering "yes," indicate all other source(s) including dollar amounts:

---

---

2. Are you a citizen or permanent resident of the United States?  Yes  No

3. Are you a current or former Washington University scholarship or award recipient?  Yes  No  
If answering "yes," indicate all program(s). (Examples: Mellon Mays, SURF, etc.)

---

---

### Proposal Certification

By submitting this nomination, the student certifies the following:

- I have received permission from my faculty research mentor to publically disclose this research.*
- Office of Undergraduate Research staff may access my official Washington University transcript electronically for purposes of evaluating my nomination for this award.*
- The answers and statements contained in this submission are true to the best of my knowledge. I also certify that this submission, including any short answers and essays, is my own work.*
- I understand that I may be required to submit original documentation of my expenses.*
- I understand that if I accept an award from the Office of Undergraduate Research, I have agreed to provide a symposium presentation.*

I agree to all of the terms described above.  Accept  Do Not Accept

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date